



**Learning Solutions**

## Sustainability Facility Professional Credential Program Registration Form

\*This information is requested to maintain a permanent record of your non-credit activity in Mason's student information system. If this information is not provided at the time of your registration, the permanent record cannot be retroactively created. (Print your Full Legal Name as it appears on your state issued ID card or passport)

\*  Mr.  Ms.

Please Check One

First

Middle

Last

\* Previous Name  
(If used at Mason)

First

Middle

Last

G Number  
(Mason ID #)

\* Date of Birth

Employer

Job Title

Work Address

\* Home Address

City / State / Zip

\* City / State / Zip

\* Preferred Email

\* Preferred Mailing Address

Home

Work

\* Phone

Home

Work

Cell

How did you hear about this program?

Would you like to receive our monthly Learning Solutions e-newsletter?

Yes

No

Courses meet 8:30 am – 5:00 pm in Fairfax, VA.

Courses

### SUSB 0700: IFMA SFP Credential Program - \$2995.00

Apr 28 – Jun 17, 2017 F14 (FFX)

Early Bird Discount: \$200 off if registration received by September 19, 2016.

IFMA Member Discount: 10% discount for IFMA Members (provide membership number) \_\_\_\_\_

Group Discount: 10% discount if 3 or more people from your organization register at one time. (Submit all registration forms together.)

GSA Schedule Pricing: GS-02F-069BA

Mason Alumni: 10% discount  Education Alliance (Please provide Company Name) \_\_\_\_\_  Promo code: \_\_\_\_\_

(only one discount can be applied)

**Total fee \$** \_\_\_\_\_

Space confirmed upon payment receipt.

<b>Method of Payment</b>	<input type="radio"/> VISA/MasterCard	<input type="radio"/> Check (Payable to: George Mason University/Learning Solutions)	<input type="radio"/> P.O.	<input type="radio"/> SLM Loan	<input type="radio"/> Wells Fargo Loan	<input type="radio"/> SF 182
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Credit Card Number:

Expiration Date:

Cardholder Billing Address:  
(Required)

Cardholder Phone:

Cardholder Signature:  
(Required)

Name on Card:  
(Please Print)

**Mail to: George Mason University, Learning Solutions, 3351 Fairfax Drive, Suite 448, MS 2G2, Arlington, VA 22201 or Fax to: 703-993-2121**



## Learning Solutions

3351 Fairfax Drive, Ste. 448, MS 2G2, Arlington VA 20170  
Phone: 703-993-2109; Fax: 703-993-2121  
[ls.gmu.edu](http://ls.gmu.edu)

Thank you for registering with George Mason University Learning Solutions. Please read important information below. If you have any questions, please don't hesitate to contact us at 703-993-2109.

Enjoy your class!

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### Location Information:

#### In-Class Meeting Location

Facilities Engineering Associates Building  
12701 Fair Lakes Cr  
Fairfax, VA 22033  
*Parking Free*

### Refund Policy

We recognize you may occasionally need to cancel your registration. If you wish to receive a refund or credit toward a future Mason Learning Solutions course, we must receive your cancellation request, in writing, no less than five business days prior to the course start date. All course registration cancellations are subject to a non-refundable \$125.00 administrative fee. Students who cancel five business days or more before the published start date of a course will receive a full refund of tuition paid less the administrative fee. Cancellation requests received four or fewer business days before the published course start date forfeit the entire course registration fee. Registration fee credits must be used within one year.

If you have requested a cancellation and are entitled to a refund, please note it may take several weeks to process based on your method of payment. Checks may take up to 6 weeks as refunds are processed through the Commonwealth of Virginia. Payments will be refunded to the person/company that issued the original check to GMU. Processing refunds to debit or credit cards will vary based on your financial institution and may take several weeks. A \$50 fee will be assessed for returned/insufficient funds checks. Mason Learning Solutions reserves the right to cancel any program, in which case, a full refund of fees or a transfer will be offered.

*Mason Learning Solutions reserves the right to cancel any program, in which case, a full refund of fees or a transfer will be offered.*

### Transfer Policy

Transfer requests must be made, in writing, no less than five business days prior to the course start date. Unfortunately, if we do not receive your request at least 5 business days prior to your course start date, there will be a \$125 fee assessed to the transfer. Please note the first transfer request, if received five or more business days prior to the course start date, is at no charge to the student. Each subsequent transfer will be assessed a \$125 fee. Please note, students will not receive a transfer if a transfer request is received on or after the start date of a course. Transfer requests received on or after the start date of a course forfeit the entire course registration fee.

### Refund or transfer requests can be emailed, mailed or faxed to:

[sbailey1@gmu.edu](mailto:sbailey1@gmu.edu) GMU, Learning Solutions, 2214, Rock Hill Road, Ste. 400, Herndon, VA 20170. Fax: 703-733-2820

### Weather & Emergency Cancellations:

In the event of inclement weather, students are encouraged to confirm in advance whether class will meet as scheduled. It is Learning Solutions policy to follow the George Mason University inclement weather policy, regardless of where your class is held.

**Please call the Learning Solutions office at 703-993-2109 for specific instructions.** Then, call George Mason's 24-hour Information Line at 703-993-1000 or visit [www.gmu.edu](http://www.gmu.edu) for up-to-date school cancellations or delays. The local news is also a source of information for you.

Please note that if the University is closed, the Information Line will indicate whether all classes are cancelled at the beginning of the message, otherwise the usual greeting is in place. In the event George Mason closes, your class will be re-scheduled and you will be notified of the rescheduled date(s) and time(s).

#### Change of Mailing Address –

Please contact Learning Solutions if you move or change jobs so you will receive mailings and your certificate in a timely manner.